

Common Reporting Mistakes

A review of all types of monitoring reports submitted over the last six months has been performed. This document was created to highlight the most common reporting mistakes identified. It will be necessary to refer back to the yellow “Your Monitoring Report Forms Have Changed!” document dated 7/20/00 for supporting information. Your attention to the problems identified will result in better data entry and improved permit compliance.

A. Discharge Monitoring Reports (DMRs) - All types

- Do not forget to report the Laboratory Certification number(s) in the space(s) provided. Enter only one lab ID per block. It is not necessary to enter the same lab ID more than once. On the DMR use the open fields running horizontally across the DMR on the PARAMETER ROW labeled LAB CERTIFICATION #. No alpha characters should be entered, this means do not write the name of the lab. Start the first LAB ID in column one. (For example, do not start in column 3, and do not enter the lab ID in the parameter description column.) Unused LAB CERTIFICATION # fields may be left blank. Do not make up a LAB ID and do not use 99999. If you need to know your lab’s ID call your respective permitting Bureau.
- Write clearly or type. If using decimals, make sure they are clearly legible. **DO NOT USE COMMAS.**
- **DO NOT LEAVE BLANKS** – A result or applicable DMR code must be provided in all open fields on the DMR form (except for the Lab Certification # fields as noted above). Either an applicable code or analytical results must be entered consistently across a row. When only one result is available, this result will be entered in more than one field in a row, for example daily maximum and monthly average.
- Do not use “ND <” on DMR. Use “<” and the detection level.
- WCR remark codes can not be used on DMR forms. "CODE M" is only valid on a residuals DMR or a residuals WCR.
- Do not hand write in the results of additional analyses conducted on-site for the purpose of operation and maintenance, and do not change any of the parameters which are pre-printed onto the DMR. Only report those parameters that are required by your permit onto the DMR.

B. Waste Characterization Report (WCRs) - All types

- Do not forget to report the Laboratory Certification number(s) in the space(s) provided. Enter only one lab ID per block. It is not necessary to enter the same lab ID more than once. On the WCR use the vertical "Reported Value" column to enter the lab ID on the PARAMETER ROWS labeled LAB CERTIFICATION #. No alpha characters should be entered, this means do not write the name of the lab. Start the first LAB ID in row one. (For example, do not start in row 3, and do not enter the lab ID in the parameter description column.) Unused

LAB CERTIFICATION # fields may be left blank. Do not make up a LAB ID and do not use 99999. If you need to know your lab's ID call your respective permitting Bureau.

- Write clearly or type. If using decimals, make sure they are clearly legible. **DO NOT USE COMMAS.**
- **DO NOT LEAVE BLANKS** – A result or applicable WCR code must be provided in all open fields on the WCR form (except for the Lab Certification # fields as noted above).
- Either an applicable code or an analytical results must be entered consistently down a "CODE M" is only valid on a residuals DMR or residuals WCR.
- Do not hand write in the results of additional analyses conducted on-site for the purpose of operation and maintenance, and do not change any of the parameters which are pre-printed onto the WCR. Only report those parameters that are required by your permit onto the WCR.

C. Discharge Monitoring Reports (DMRs) - Surface Water

- Calculating Pollutant Loadings – Data should not show the monthly average as a less than value or the daily max as a real reported value. If you need assistance in calculating pollutant loadings, please call the Bureau of Point Source Permitting Region 1 at (609) 633-3869, or Region 2 at (609) 292-4860.

D. Waste Characterization Report (WCRs) - Ground Water

- Unless specifically indicated in your permit, analyses for metals shall be conducted and reported as TOTAL not dissolved. The Ground Water Quality Standards (GWQS) in N.J.A.C. 7:9-6 are based on total metals. Do not change the WCR from total to dissolved. If you have any questions you may contact your case manager in the Bureau of Nonpoint Pollution Control at (609) 292-0407.
- When monitoring for petroleum hydrocarbons in ground water monitoring wells, a quantitative analysis may be required to be performed with the results reported in mg/l. However, many times the permit requires a visual analysis instead. The GWQS for petroleum hydrocarbons is "none noticeable". If your permit requires a visual analysis, report whether there was a visual sheen. The Department uses the results of the visual analysis to determine whether additional quantitative analyses are required. Do not change the requirement for a visual analysis on your pre-printed WCR to mg/l. If you believe that your permit requires a quantitative analysis, and/or that your pre-printed WCR is in error, or if you have any additional questions, please contact your case manager.

E. Waste Characterization Report (WCRs) - Residuals

- A minimum of four items must be filled out (total amount of sludge removed - wet, total amount of sludge removed - dry, at least one management method, and the percent total solids). No blanks may be left in the "Reported Value" column. For those fields that are not applicable during the reporting period use "CODE M". (**Do not use CODE N or "0".**)
- Report "CODE M" in the "Reported Value" column only. Do not report "CODE M" in the "Remark Code" column.

- If sludge has been removed for the monitoring period, the "Total Amount of Sludge Removed" (dry metric tons) and at least one management method (dry metric tons) must be reported. If only one management method is used, only one management method row must be filled out. For example, if an out-of-state landfill is used, use the "Sludge Disposed Out-of-state" row only, and **do not** also use the "Sludge Landfilled" row. More than one management method row may be used only when more than one type of management alternative is used (for example, land application and incineration.) The sum of all sludge management method rows must equal the amount recorded in the "Total Amount of Sludge Removed" row.
- "Sludge Disposed - Other Methods" should be rarely used. One of the few instances where this management method may be used is for the quantity sent to Phragmites Reed Beds. This management method may also be used more often by industrial treatment works that are more likely to utilize unique management alternatives. If using another POTW for sludge management services, use the same management method as the receiving POTW. Contact the receiving POTW to clarify what management method they report. For example, if sludge is removed to PVSC, currently report "Amount Sludge Removed Beneficial Use Out-of-State" as the management alternative instead of the "Other Methods" row.
- Three sludge production rows for reporting information on a wet basis are provided (that is, wet cubic yards, wet metric tons, and gallons). Only one of the three needs to be completed unless more than one type of sludge is removed (for example, dewatered and liquid).
- Use calculations for dry weight which have been provided on the "yellow instruction package", and which are attached (use total solids as a percent, not as a decimal in those calculations).
- For the Sample Date box at the top of the form, for composite samples, use the date the first sample was taken.

F. Residuals Transfer Report (RTRs)

- Use proper units and use wet units only. Do not report dry metric tons on this form. The units must be entered as wet metric tons per month, wet cubic yards per month or gallons per month for a monthly requirement, or wet metric tons per year, wet cubic yards per year or gallons per year for an annual requirement. Use the same wet weight information on the residuals WCR.
- Use only the 5 digit NJEMS Facility ID Number under the "Facility ID Number" column. In addition, do not use any prefixes or suffixes (for example, do not use # or No.). If you are not sure of the Facility ID Number contact the Bureau of Pretreatment and Residuals at (609) 633-3823.
- Report only the total for the month of sludge "sent to" or "received from" a specific management facility or generator. Do not report each daily amount received or generated.

Typical Residuals Conversions

Gallons to dry metric tons: **Gallons x Percent Total Solids / 26400**

Cubic yards (wet) to dry metric tons:
(Cubic Yards x Percent Total Solids) / (y x 110)

y = **1.185 where solids content is 15% or less**
 1.265 where solids content is 16% to 23%
 1.58 where solids content is 24% to 29%
 1.9 where solids content is 30% or greater

Wet tons to wet metric tons: **Wet Tons / 1.1**

Wet metric tons to dry metric tons:
Wet Metric Tons x Percent Total Solids / 100